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January 2, 1976

Mr. Harold Weisberg
Routhe 12
Frederick, Maryland 21701

Dear Mr. Weisberg:

Below is the proper format for a Freedom of Information request as defined under Title 31 of the Code of Federal Regulations, Part 1, subpart A, section 1.5(c):

(1) In writing with your signature;

(2) State that it is made pursuant to the Freedom of Information Act (5 U.S.C., Section 552), or Title 31 of the Code of Federal Regulations, Part 1A;

(3) Be addressed to: Freedom of Information & Privacy Acts Officer
Office of Administration
U.S. Secret Service
1800 G Street, N.W., Room 908
Washington, D.C. 20223.

(4) Reasonably describe the records in sufficient detail to enable Secret Service employees to locate the records;

(5) Set forth the Address where you wish to be notified of the determination as to whether the request will be granted;

(6) State whether you wish to inspect the records or desire to have a copy made and furnished without first inspecting them;

(7) State your firm agreement to pay fees for search and duplication. You should state an acceptable upper limitation which you are willing to pay to cover the costs of processing the request. Fees imposed by the Secret Service are in accordance with the uniform fee schedule of the Treasury Department which is as follows: a. $.10 each for photocopies and b. $3.50 for each hour or fraction thereof for services of personnel involved in locating records.

In order to expedite your request, you may wish to include additional identifying data such as date and place of birth and social security number.

Sincerely,

Robert O. Goff

Robert O. Goff
Freedom of Information &
Privacy Acts Officer
Office of Administration

bcc: Chron.
Official files

ROG:amc 1-2-76